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Date: November 07, 2016
Memorandum for: Senior Agency Officials for Records Management
From: David S. Ferriero
Archivist of the United States
Subject: Transition of Administrations

I am writing to remind you of the critical importance of records management in your agencies as we approach the upcoming transition of administrations. Effective records management ensures your successors can continue to build off your work and is particularly important for career executives and political appointees whom often create and receive permanent records eventually destined for the National Archives.

This is where you, the Senior Agency Official for Records Management (SAORM), have a vital role. Your active involvement with your agency records management staff is paramount to preserving agency records during this transitional period.

I would like to point out several new products to assist with your efforts. Specifically, my staff have:

- updated the web publication "Documenting Your Public Service",
- produced training materials and a video briefing describing the records management responsibilities of political appointees when they enter, while they work, and when they leave Federal service, and
- created model records and information management (RIM) checklists for employees entering and exiting Federal service.

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If you will no longer be serving as the SAORM, you should work with your agency head to formally designate a new or acting SAORM in advance of your departure. Agencies formally designate a new SAORM by contacting the Office of the Chief Records Officer at PRMD@nara.gov. You must include the name, position title, address, and contact information of the new designee. The replacement must be positioned high enough in the organization to engage the agency head and other senior staff in strategic planning for the records management program.

I also want to highlight two newly established councils, the White House Transition Coordinating Council and the Agency Transition Directors Council. These councils work to encourage and instruct agencies on succession planning and the preparation of briefing materials. SAORMs should address specific questions about the transition process to their agency or departmental representatives assigned to these councils.

Additional information regarding the transition and SAORM responsibilities will be discussed during the December 2, 2016 SAORM meeting. It will be held from 10:30 am to 12:00 pm at the National Archives and Records Administration building in Washington, DC. For additional information, please contact the Office of the Chief Records Officer of the U.S. Government at PRMD@nara.gov.



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